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ABSTRACT

Intended for use by foreign students at the Rutgers University Libraries (New Jersey), this guide provides definitions of the following common library terms: abstract, barcode, bibliography, Boolean searching, call number, CD-ROMs, check out, circulation desk, citation, database, due date, electronic journals, electronic workstations, government publication, index, information desk, interlibrary loan, Internet, library instruction, libraries' Web site, loan period, microform, online catalog/card catalog, overdue, recall, reference collection, reference desk, renew, research guide, reserves, save/download/email, serial/journal/magazine/periodical, stacks, and subject headings. (MES)

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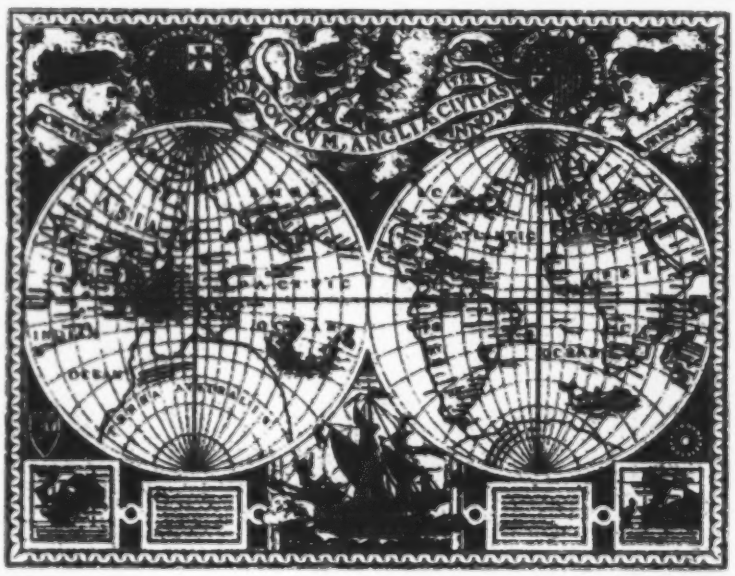
LIBRARY TERMINOLOGY

A GUIDE FOR INTERNATIONAL STUDENTS



As a foreign student, you may find some terms used in the Rutgers University Libraries unfamiliar. This guide will provide you with a list of some common terms and their definitions, which may help you as you conduct library research.

http://www.libraries.rutgers.edu/

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Abstract

An abstract is a concise summary of a periodical article or book. It can also refer to an electronic database or a set of print publications which provide citations and summaries of articles or texts published in periodicals, books or other materials. They can usually be searched by subject, author and/or title.

Barcode

A barcode is a 14-digit number assigned by the library circulation desks to borrowers when they register for library privileges. Each barcode is unique to the individual borrower. The barcode is either printed or affixed on the back of your university ID card or library card. The barcode is needed for all library borrowing transactions and services.

Bibliography

A bibliography is a list of reference materials such as books and articles used for research. It is often located at the end of an article or book. It can also refer to a collection of information sources on a specific topic, such as books and periodical articles, that are published as a book

Boolean Searching

Boolean searching is a method of combining search terms in database searching using Boolean operators: AND, OR and NOT.

Call Number

A call number consists of a series of letters, numbers or symbols that identifies an individual book or material and shows the order in which the item is stored on a shelf or in a collection of materials. The call number label is usually located on the spine of a book.

CD–ROMS (Compact Disc–Read Only Memory)

CD-ROMs contain a large amount of data, searchable on a computer or on the Internet, if networked.

Check Out

In order to borrow a book from the library for a certain period of time, you must take the book to the circulation desk and have it charged out with your university ID or library card.

Circulation Desk

The circulation desk is the place to check out and return library materials.

Citation

A citation is a reference source which usually includes article title, author, publication name, date, volume and pages from journals or books.

Database

A database is a file or collection of bibliographic citations or records of materials stored electronically in a manner that can be retrieved and manipulated.

Due Date

The due date is the date before which library materials on loan should be returned or renewed. Materials not returned or renewed by designated due date are subject to fines or loss of borrowing privileges.

Electronic Journals (E-Journals)

Electronic journals are full texts or abstracts of journal articles available on the Internet or CD-ROMs. The Libraries provide e-journals on the Libraries' web site.

Electronic Workstations

Electronic workstations are computer terminals which provide access to the Internet, online and CD-ROM databases.

Government Publication

A government publication is an official document issued by a government agency. Government publications contain information covering a wide variety of subjects.

Index

There are two kinds of indexes: periodical and book indexes. A periodical index is a list of bibliographic citations of articles in magazines or journals. It can be used to help find articles on specific topics. An index of a book is an alphabetical list of important entry points with pagination to the full contents of the book.

Information Desk

The information desk is where information assistants give you directions and answer your simple questions. If you have a research question, they will refer you to a reference librarian for further assistance. It is usually located near the library entrance or by the reference desk.

Interlibrary Loan

Interlibrary loan is a library service allowing you to request books and journal articles not owned by Rutgers by filling out an online form available on IRIS, the online catalog.

Internet

The Internet is the largest computer network with instant access to a wealth of information from all over the world.

Library Instruction

Library instruction usually consists of a lecture, demonstration and hands-on practice. It is a service provided by librarians to teach users how to use the library's resources efficiently.

Libraries' Web Site

The Rutgers University Libraries' web site is accessible at http://www.libraries.rutgers.edu. It provides information about the Libraries including its resources and services.

Loan Period

This term refers to the length of time library materials may be borrowed.

Microform

Microform is a storage format with reduced images as opposed to the electronic or print formats. There are two kinds of microform: microfiche and microfilm. Microfiche: A 4x6 sheet of plastic film that stores information in a compact form and requires a microfiche reading device in order to be used. Microfilm: A roll of film either 16mm or 35mm that stores patents, periodicals or other documents and requires a reading machine in order to be used.

Online Catalog/IRIS/Card Catalog

The online catalog is an electronic database listing all the materials such as books and periodicals owned by the Rutgers University Libraries. Records in the database provide information about these items such as author, title, subject, call number, publication date, location, and availability.

The Libraries' online catalog is known as IRIS (the Integrated Rutgers Information System). It is available to anyone with Internet access.

The card catalog consists of catalog cards kept in cabinets with drawers. It contains the records of the materials acquired before 1972. The catalog has two parts: one for subjects, the other for authors and titles. The cards are filed alphabetically.

Overdue

Overdue means that the book checked out by you is late for return. It has not been returned or renewed to the library by the due date.

Recall

Recall is a service by which you can request a book that has already been checked out by another patron. When the book is returned to the library, it will be held for you and you will be notified.

Reference Collection

The reference collection consists of materials used frequently for general information. It includes encyclopedias, dictionaries, indexes, and other materials. These materials may not be checked out of the library.

Reference Desk

The reference desk is where you receive in-depth assistance from librarians in your library research. The desk is usually located near the reference collections.

Renew

Renew is a service which allows you to extend the loan period for the book that you have checked out unless another user has recalled the book. You can renew your books by using the Self Services feature in IRIS.

Research Guide

A research guide is developed by librarians, which highlights essential research materials on a specific subject. They are available either in print format in the Libraries or on the Libraries' web site.

Reserves

Reserves means required reading/listening/viewing materials set aside by the professors for their students. You may borrow these items for in-library use only.

Save/Download/Email

Citations, full-text articles, and most other information that you retrieve from the Libraries' electronic resources can be downloaded/saved onto a formatted floppy disk for later use. Most of these resources can also be emailed to any email account. Consult the reference desk for details on how to download or email from specific sources.

Serial/Journal/Magazine/Periodical

Serials, journals, magazines and periodicals basically mean the same thing. They refer to a type of publication which is usually published weekly, monthly, quarterly or annually in successive order.

Stacks

The shelves which hold the library's books are called the stacks. You need the call number of a book to locate it in the stacks. You can find the call number of a book in the online catalog. Please see the reference desk if you require help in locating a particular item or subject in the stacks.

Subject Headings

Subject headings are formal and authoritative terms consistently used to describe the topics of library materials. The most used subject headings are listed in the Library of Congress Subject Headings.

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